

City of San José
CLASS SPECIFICATION

TITLE: Buyer I (1547)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Finance	Varies Typically Administrative Manager or Sr. Buyer	Non-exempt

CLASS SUMMARY

Performs buying assignments related to the purchase of materials, supplies, equipment and services (such as non-professional, personal and trade services) for City Departments. Normally performs buying functions for groups of related commodities. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level and the first of three levels in the Buyer series where expertise is obtained on the job. Supervision and training is initially provided in detail, but incumbents are expected to perform with a higher degree of independence after they have learned the job duties. This classification is flexibly staffed with the Buyer II classification. It differs from the Buyer II classification in that incumbents of the latter classification perform assignments more independently, with general direction, and of more complexity which requires more knowledge and expertise. Further, incumbents of the Buyer II classification have responsibility for commodities that require more complex purchasing processes and/or an increased level of technical expertise regarding the commodities.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Any combination of training and experience equivalent to a Bachelor's degree in Supply Management, Purchasing, Business Administration, or a closely related field. Experience in Purchasing may be substituted for the required education on a year-for-year basis for up to two years.

Required Licensing (such as driver's license, certifications, etc.)
None

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Ability to communicate effectively both orally and in writing.
- Ability to perform arithmetic computations and calculations.
- Ability to understand, interpret and apply rules and regulations.
- Ability to collect, compile, analyze and interpret information and data related to vendor selection, bids, purchasing procedures and regulations and other related topics.

City of San José
CLASS SPECIFICATION

TITLE: Buyer I (1547)

- Working knowledge of Microsoft Word and Excel, Internet searches, and ability to access Finance and Purchasing computer systems.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Possession of a CPM, CPPB, or CPPO Certification
- Working knowledge of Microsoft Access and Adobe Acrobat.
- Knowledge of principles and procedures used in a centralized government purchasing operation as it relates to the City of San Jose.
- Knowledge of specification writing, commodity markets, market practices, pricing methods, contracts and sales as applied to purchasing transactions.
- Knowledge of supply and terminology used in purchasing commodities.
- Ability to plan and schedule, and prepare reports.
- Ability to manage projects.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Receives, reviews and analyzes requisitions for accuracy, short-term and long-term needs of departments, standard product requirements, product availability, sources of supply, delivery requirements, and other related considerations. Determines appropriate procurement and solicitation method. Analyzes estimated usage data.	Daily
2.	Obtains price quotations, competitive bids or proposals reflective of the City's operational needs; establishes vendor sources; confers with representatives and salespersons; prepares correspondence. May attend product demonstrations and visit vendor facilities.	Daily
3.	Consults with user departments in developing detailed specifications and contracts for goods, equipment or services, investigates source of supply, prepares informal Requests for Quotes or formal Requests for Bids and Requests for Proposals.	Daily
4.	Evaluates responses to solicitations, as applicable for conformance to specifications and by analyzing pertinent factors including: products offered, terms, discounts and conditions, delivery dates and conditions, future purchase options, vendors' ability to perform and other related factors. Determines the lowest responsive bidder in response to Request for Bids.	Daily
5.	Makes award recommendations for Request for Bids, Request for Quotations, and Requests for Proposals; participates in preparation of contracts and written reports and prepares Council Memoranda for award of contract as well as amendments to contracts. Approves Purchase Orders, as authorized, and recommends purchase orders for approval.	Daily

City of San José
CLASS SPECIFICATION

TITLE: Buyer I (1547)

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
6.	Expedites delivery. Investigates complaints and takes action to obtain compliance with terms and conditions of purchase orders or contracts.	Daily
7.	Monitors agreements/contracts to ensure proper action is taken.	Daily
8.	Sells surplus and obsolete equipment according to City of San Jose Municipal Code.	As Required
9.	Provides information and assistance to various levels of City employees regarding procurement procedures and participates in formal purchasing training for City employees and suppliers, as needed.	Daily
10.	Coordinates purchasing activities with other departments to maximize purchasing power and reduce acquisition costs.	Frequent
11.	Researches market trends, recommends new products, advises departments of obsolescence of equipment, parts and supplies; analyzes market trends as it impacts availability of products and supplies.	Frequent
12.	Analyzes requests for Brand Name or Single Source purchases.	Frequent
13.	Analyzes responses to Conflict of Interest Assessment tool.	Frequent
14.	Analyzes protests and appeals and prepares written response.	Occasional
15.	Develops informal procurement plans and formal Source Selection Plans and ensures adherence to the procurement plan or Source Selection Plan.	Continuous
16.	Analyzes lease versus purchase options for the acquisition of commodities.	As Required
17.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 10/80; revised & re-titled 6/89 (formerly Jr. Buyer); revised 7/95, s000; revised (6/08), s001